

## Single-Part Motions/Applications

This process will demonstrate the steps to file a motion in the CM/ECF system. The example shows the electronic filing of a motion that requests only one type of relief (relief from stay). **The same steps would be followed for other types of single-relief motions and applications.** See also: *Multi-Part Motions/Applications* for guidance on filing a document with more than one relief such as motion for relief from stay and for adequate protection.

**STEP 1** Click on the Bankruptcy hyperlink on the CM/ECF Main Menu Bar. (See Figure 1.)

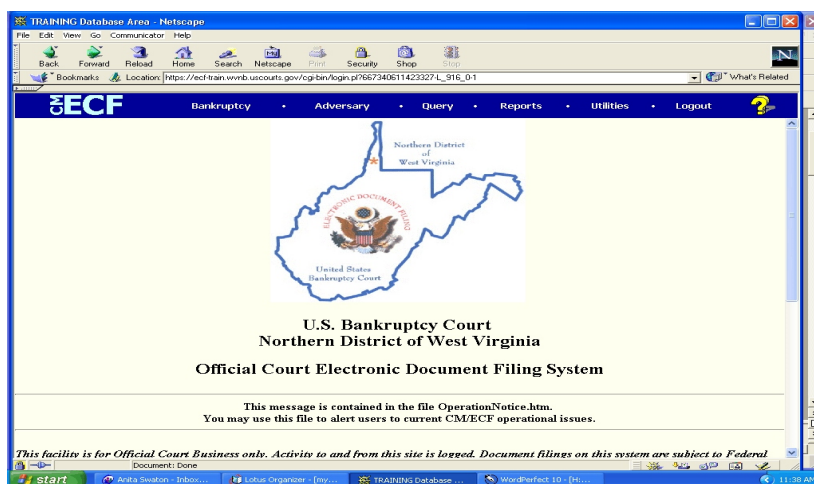


Figure 1

**STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.)

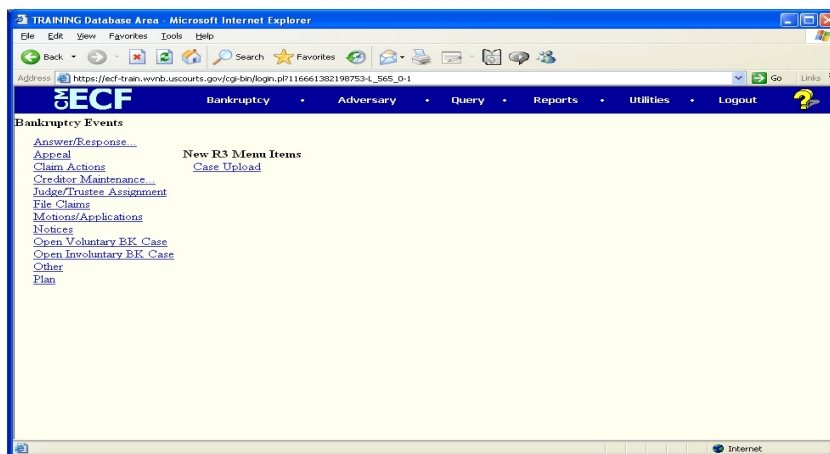
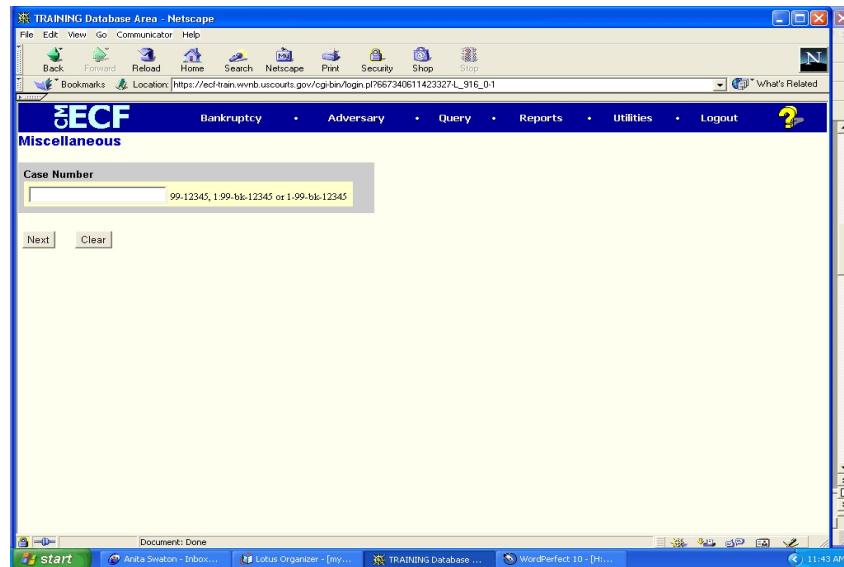


Figure 2

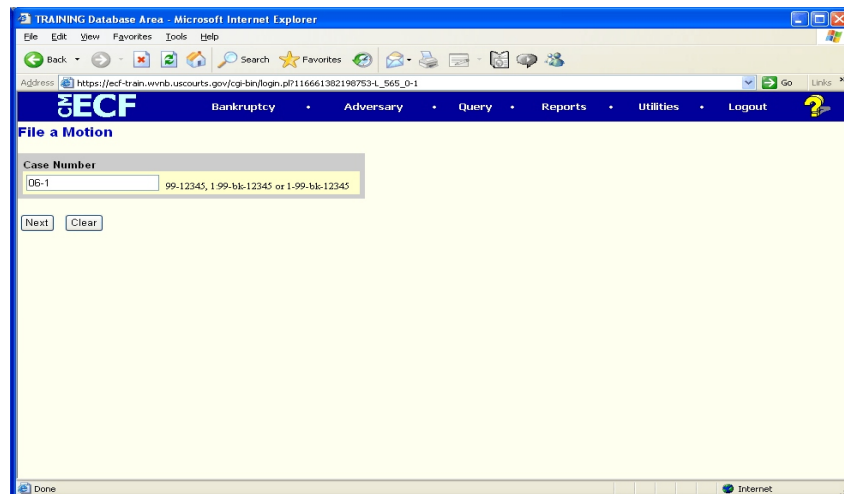
- ◆ Click the Motions/Applications hyperlink.

**STEP 3** The **CASE NUMBER** screen displays. (See Figure 3a.)



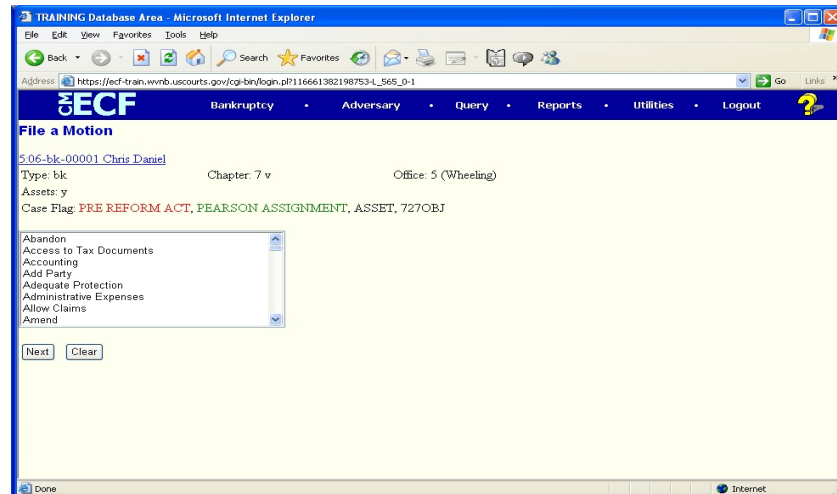
**Figure 3a**

- ◆ Enter the case number. (See Figure 3b.)

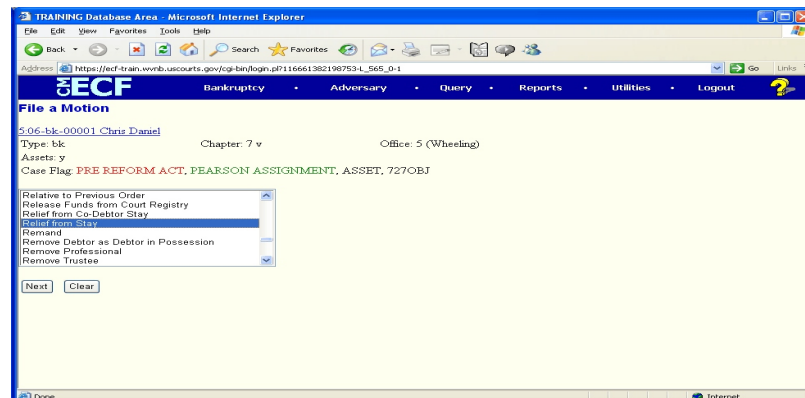


**Figure 3b**

- ◆ Click **[Next]** to continue.

**STEP 4** The **File a Motion** screen displays. (See Figure 4a.)**Figure 4a**

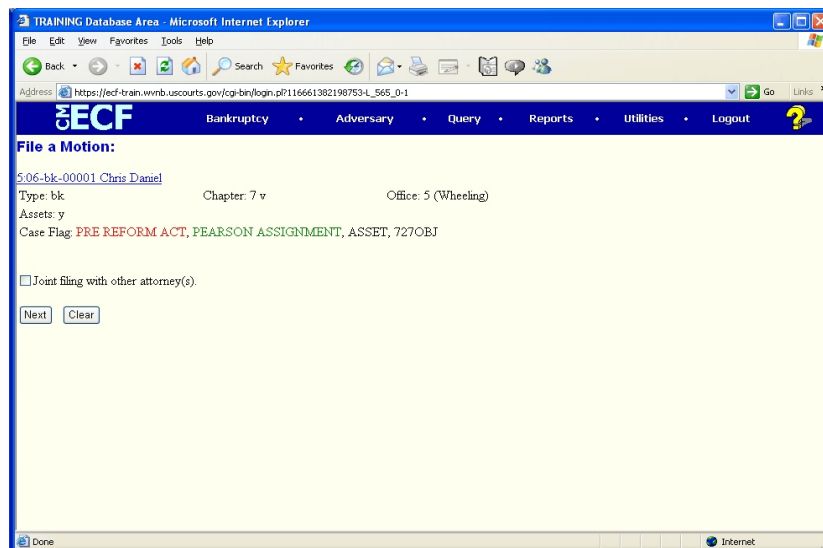
- ◆ Verify the case name and case number that are displayed.
- ◆ If the case name and number are incorrect, click the browser **[Back]** button to re-enter the case number.
- ◆ If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again.
- ◆ Using the up and down arrows to the right of the box, scroll the options to highlight the type of document being filed. In this lesson, select **Relief from Stay**. (See Figure 4b)

**Figure 4b**

**NOTE:** You may also type the first letter of a relief (in this case 'R') to immediately move to the list of reliefs that begin with a particular letter.

- ◆ Click **[Next]** to continue.

**STEP 5** The **Joint Filing With Other Attorneys** screen displays. (See **Figure 5.**)



**Figure 5**

- ◆ If this filing is joint with another attorney, click to place a check in the Joint Filing box. If this is not a joint filing, no action is required.
- ◆ Click **[Next]** to continue.

**STEP 6** The **Select the Party** screen displays. (See **Figure 6a.**)

TRAINING Database Area - Microsoft Internet Explorer

Address: [https://ecf-train.wvnb.uscourts.gov/cgi-bin/login.pl?1166613821967534\\_565\\_0-1](https://ecf-train.wvnb.uscourts.gov/cgi-bin/login.pl?1166613821967534_565_0-1)

Bankruptcy Adversary Query Reports Utilities Logout

**File a Motion:**

5:06-bk-00001 [Chris Daniel](#)

Type: bk Chapter: 7 v Office: 5 (Wheeling)

Assets: y

Case Flag: PRE REFORM ACT, PEARSON ASSIGNMENT, ASSET, 727OBJ

Select the Party:

AAA Financial Services, [Creditor]  
Bayha, David [Accountant]  
Daniel, Chris [Debtor]  
Ecast, [Creditor]  
Fluharty, Thomas [Trustee]  
Gall, Karla [Attorney for the Trustee]  
Schmitt, Joe [Creditor]  
Smith, Olivia [Interested Party]

[Add/Create New Party](#)

Next Clear

Figure 6a

- ◆ Click the down arrow to scroll the **Select the Party** box to locate the party filer (whom you are representing).
- ◆ Click to highlight and select the party for which the document is filed. (See Figure 6b.)

TRAINING Database Area - Microsoft Internet Explorer

Address: [https://ecf-train.wvnb.uscourts.gov/cgi-bin/login.pl?1166613821967534\\_565\\_0-1](https://ecf-train.wvnb.uscourts.gov/cgi-bin/login.pl?1166613821967534_565_0-1)

Bankruptcy Adversary Query Reports Utilities Logout

**File a Motion:**

5:06-bk-00001 [Chris Daniel](#)

Type: bk Chapter: 7 v Office: 5 (Wheeling)

Assets: y

Case Flag: PRE REFORM ACT, PEARSON ASSIGNMENT, ASSET, 727OBJ

Select the Party:

AAA Financial Services, [Creditor]  
Bayha, David [Accountant]  
Daniel, Chris [Debtor]  
Ecast, [Creditor]  
Fluharty, Thomas [Trustee]  
Gall, Karla [Attorney for the Trustee]  
Schmitt, Joe [Creditor]  
Smith, Olivia [Interested Party]

[Add/Create New Party](#)

Next Clear

Figure 6b

- ◆ Then click **[Next]**.
- ◆ If the party filer does **not** appear in the **Select the Party** box, Click on **Add/Create New Party**.
- ◆ The **Search for a Party** screen displays. (See Figure 6c.)

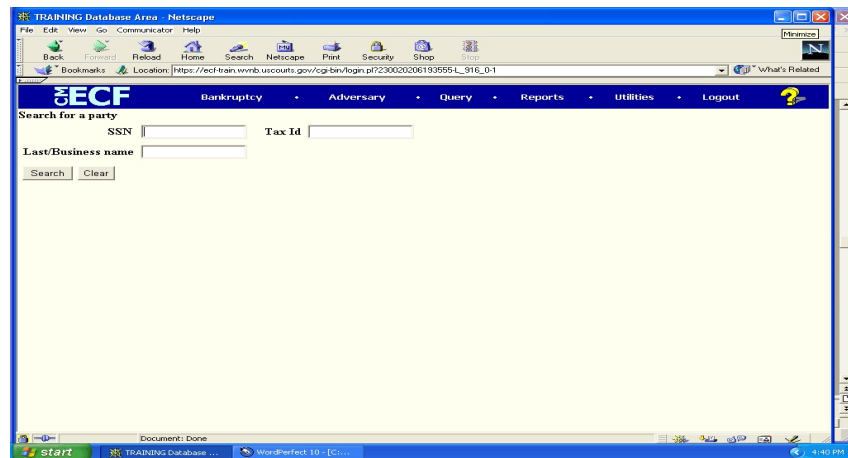


Figure 6c

- ◆ On **Search for a Party** screen, enter the name of the party you represent in the **Last/Business Name** field. (See Figure 6d.)

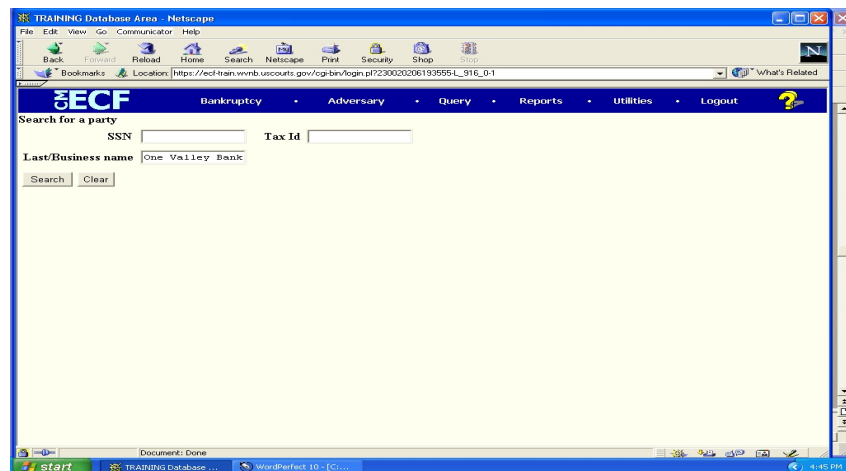


Figure 6d

- ◆ Then click **Search**.

- ◆ If the name of the party you are representing is not contained in the court's database for this case, you will receive the following message: **No person found.** Select **Create new party.** (See Figure 6e.)

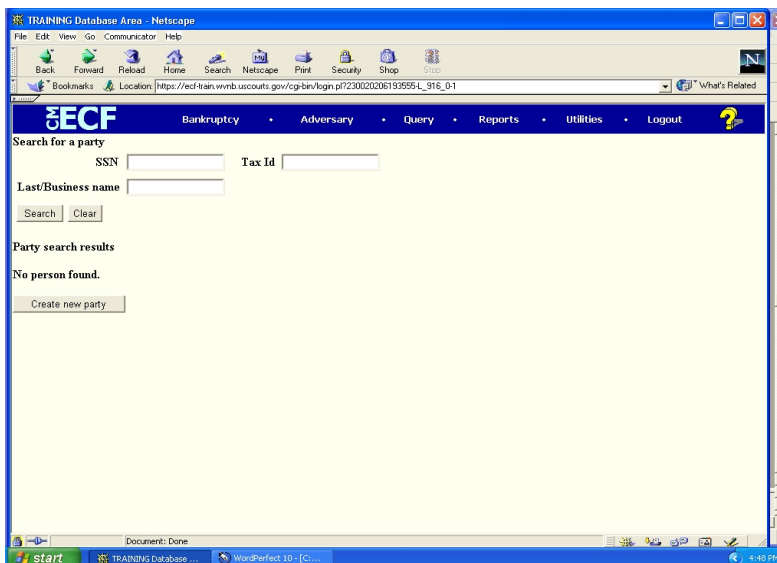


Figure 6e

- ◆ Complete the **Party Information** screen. The party's name will be displayed. Enter address by using Address 1, Address 2 and Address 3 fields and City, State and Zip fields. The **Pro Se** field should remain **No** as you are filing the motion on behalf of the creditor.
- ◆ Select **Creditor (cr:cr)** as **Role** type. (See Figure 6f.)

 A screenshot of the ECF TRAINING Database Area showing the 'Party Information' form. The form is divided into two columns. The left column contains fields for 'Last name' (One Valley Bank), 'Middle name', 'SSN' (222-11-1234), 'Office', 'Address 2', 'City' (Wheeling), 'County' (a dropdown menu), 'Phone', 'E-mail', 'ProSe' (set to 'no'), and 'Party text'. The right column contains fields for 'First name', 'Generation', 'Title', 'Tax ID', 'Address 1' (123 Main Street), 'Address 3', 'State' (WV), 'Zip' (26003), 'Country', and 'Fax'. At the bottom, there is a 'Role' dropdown menu set to 'Creditor (cr:cr)' and a 'Submit' button.

Figure 6f

- ◆ Then click **Submit**.
- ◆ The **Select the Party** screen will display. Select the creditor you added. (See Figure 6g.)
- ◆ Then click **[Next]**.

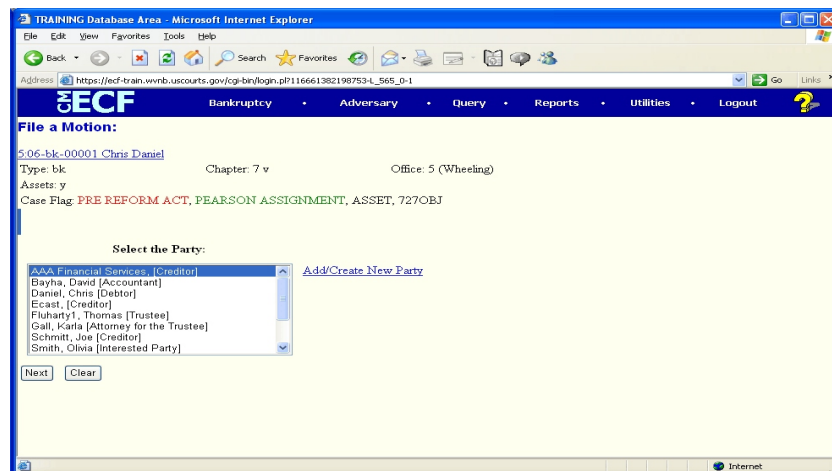


Figure 6g

- ◆ The **Attorney/Party Association** screen will display. Create your association with this party by clicking in the box. (See Figure 6h.)
- ◆ Then click **[Next]**.

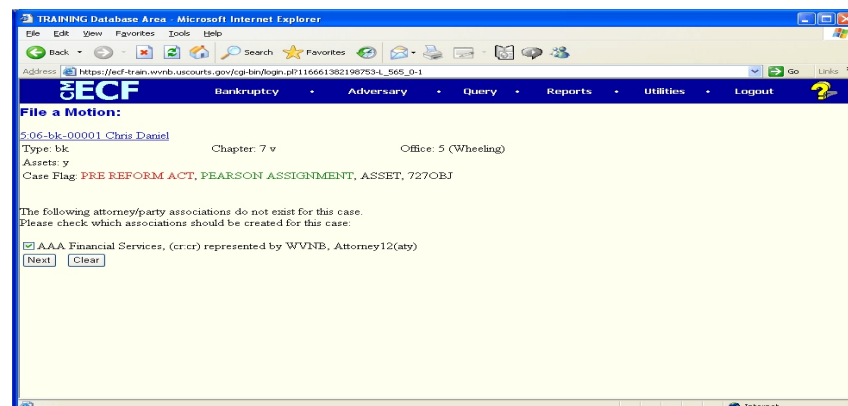
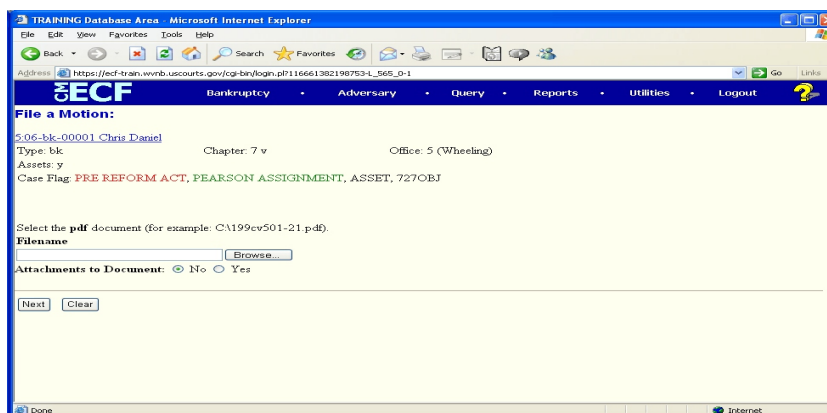


Figure 6h



**STEP 7** The **Select the pdf document** screen displays. (See Figure 7a.)**Figure 7a**

- ◆ Click **[Browse]**, then navigate to the directory where the PDF file is located. Double-click the PDF file to select it.
- ◆ In the **File Upload** screen, change **Files of type:** to **All Files(\*.\*)**.

**NOTE:** If you wish to view the image before selecting to be sure you have chosen the correct file, before double-clicking, first right click on the highlighted filename and click on **open**. You can view the image in Adobe Acrobat, then close Adobe Acrobat when you have finished viewing the image.

- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information.)
- ◆ Click **[Next]** to continue.

**STEP 8** (See Figure 8.)

- ◆ Enter brief description of property
- ◆ Enter **y** or **n** on this screen if a **Certificate of Service** is being filed with the motion.
- ◆ Click **[Next]** to continue.

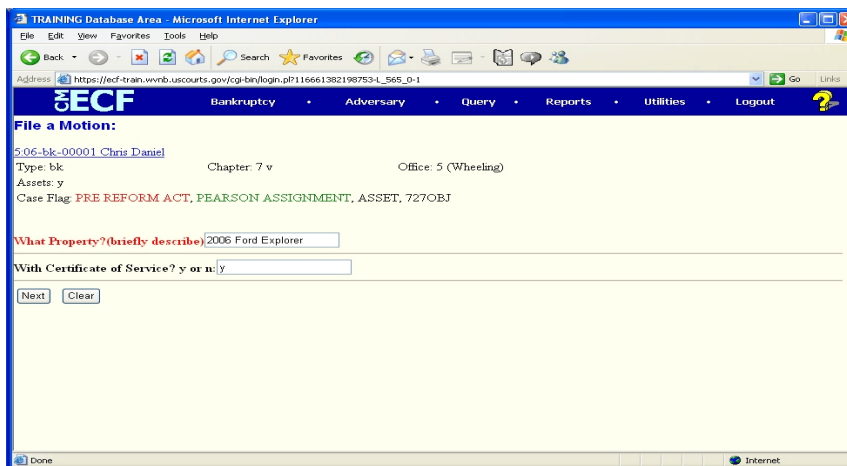


Figure 8

**STEP 9** Enter **y** on the screen ***Are you paying via the Internet?***

- ◆ Click **[Next]** to continue
- ◆ The Amount of the filing fee displays.
- ◆ Click **[Next]** to continue

**STEP 10** The **Docket Text: Modify as Appropriate** screen displays. (See Figure 10a.)

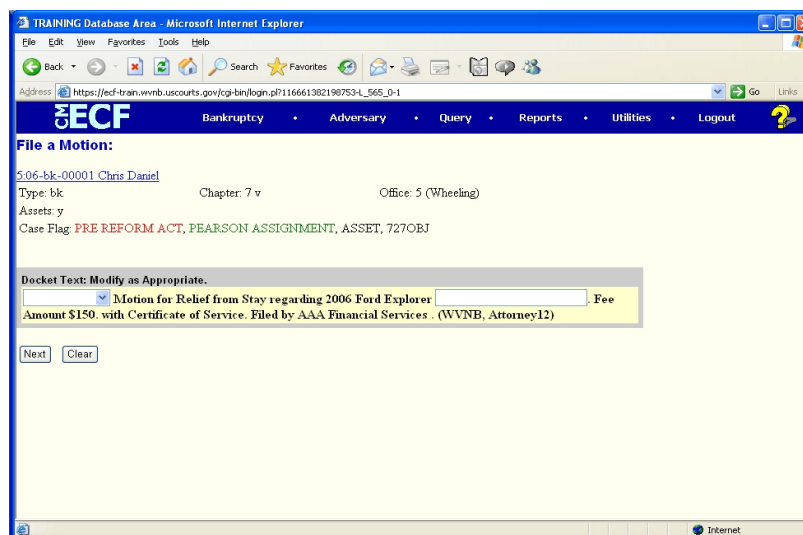


Figure 10a

- ◆ You may insert additional text and/or add a prefix to your docket entry. Click on the down arrow in the white box to select an appropriate prefix if applicable. (See Figure 10b.)

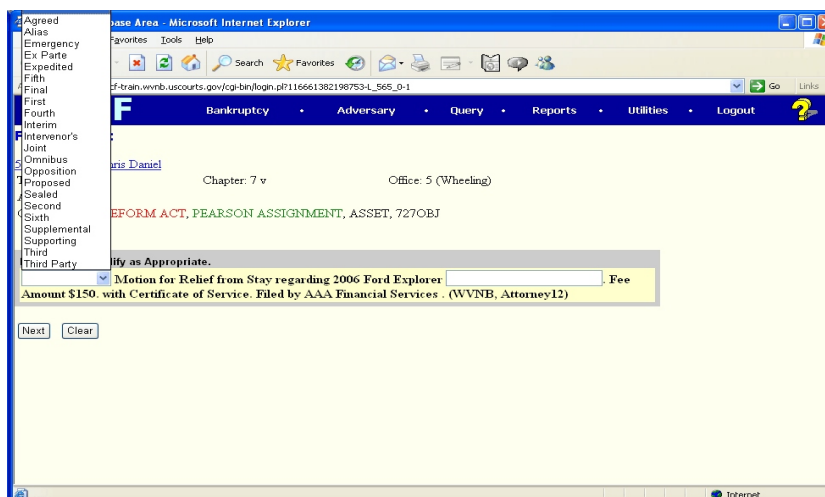


Figure 10b

- ◆ Click [Next] to continue.

**STEP 11**

The **Docket Text: Final Text** screen displays. (See Figure 11.) This is your **last** opportunity to make corrections to your entry.

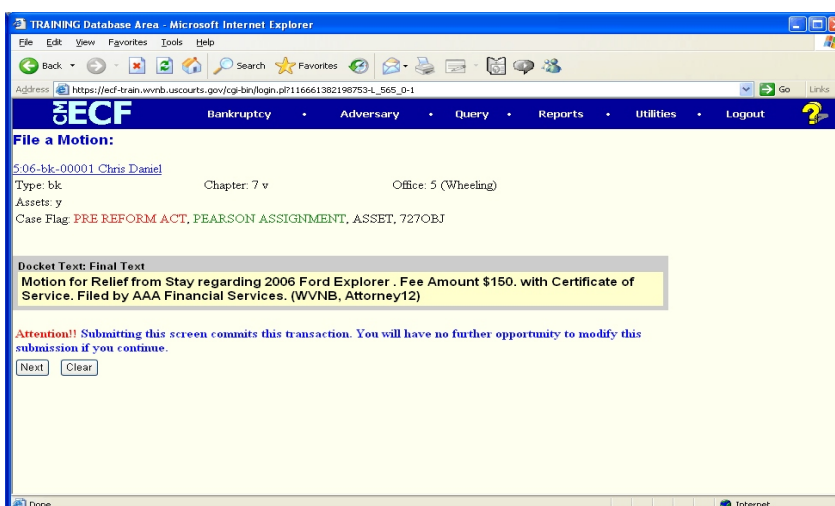
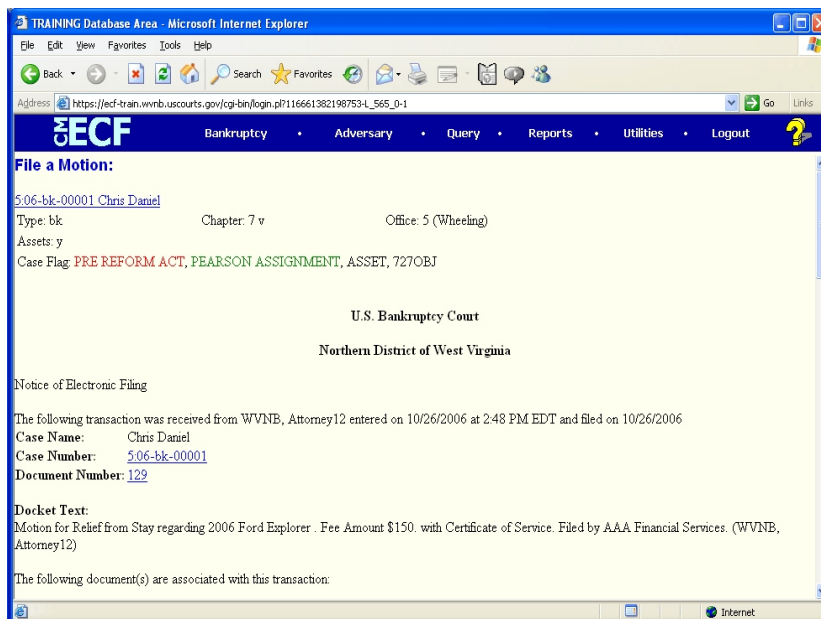


Figure 11

- ◆ Verify the final docket text.
- ◆ If correct, click **[Next]** to continue.
- ◆ If the final docket text is incorrect, you must click on your Browser's **Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the Menu Bar.

**STEP 12** The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt. (See Figures 12)



**Figure 12**

- ◆ The notice will include the following information:
  - ◆ Who filed the document
  - ◆ Date and time
  - ◆ Case name
  - ◆ Case number
  - ◆ Document number
  - ◆ Original filename (pdf)
  - ◆ Electronic document stamp
  - ◆ Electronic mail recipients and manual notice lists